



AMAZING GRACE PRIVATE HOME CARE

JOB DESCRIPTION

Position: Caregiver

Wage & Hour Status: Hourly rate per Caregiver Agreement

Reports To: Owner and Director of Human Resources

Location: Job sites, as assigned

Hours: Per Diem per Employment Agreement

Shifts: Days, Evenings, Nights, Weekends, as assigned

Position Purpose:

Provide safe, quality home care services by performing various tasks for clients under the direction and supervision Amazing Grace PHC management team.

Experience, & Skills (Minimum Requirement):

One year experience as a nurse aide in an acute care or long-term facility or as home health aide in a home health agency or a personal care attendant in a home setting is required. Knowledge of health care environment is preferred. Must have strong English language skills in order to communicate clearly with Clients.

JOB SPECIFIC COMPETENCIES

Provide personal care for clients under the direction of the Director of Human Resources

Respond to client concerns, safety, medical and mental/emotional well-being.

Communicate clients care tasks and concerns both verbally and in writing.

Demonstrate compliance with Infection Control policies and procedures.

Perform work in a manner that reduces the risk of transmission of infection to clients, self, and co-workers.

CORE COMPETENCIES

Customer Service

Interact with clients in a warm and friendly way.

Take immediate action to meet client requests or needs.

Listen to understand what client's specific emotional and physical care needs are.

Respect client confidentiality in accordance with HIPAA and company policy.

Safety

Recognize safety hazards and takes corrective action; seeking assistance when needed.

Demonstrate knowledge of operational policies and procedures.

Perform work safely, without causing harm or risk to self, others or property.

System Behavior

Make a decision considering the impact of the decision on other areas.

Initiate collaboration with others outside of service area.

Demonstrate personal commitment to the principles, values, and ethics of the organization.

Model accountability for learning by sharing knowledge and learning from others.

Interpersonal/Communication/Relationships

Build effective working relationships.

Express appreciation to others for their work.

Treat others with respect.

LEADERSHIP COMPETENCIES

Facilitate and support change within the Amazing Grace PHC System.

Demonstrate commitment to continuous learning for themselves and staff.

INFORMATION MANAGEMENT COMPETENCIES

Demonstrate skill in accessing, preparing and using information as relevant to position.

Verbalize and demonstrate knowledge of procedures for maintaining security, confidentiality and integrity of employee, client, family and other medical information.

Respect client confidentiality in accordance with HIPAA and company policy.

EQUIPMENT COMPETENCIES

Demonstrate skill in use of equipment relevant to position and verbalizes knowledge of appropriate safety procedures.

Consistently inform supervisor of problems encountered with repairs or calibration of equipment.

PROFESSIONAL/CLINICAL PRACTICE COMPETENCIES

Assessment: Collect health data from client/family.

Implementation: Implements the services/needs as identified in the plan of care.

Evaluation: Evaluates the patient's progress toward the attainment of outcomes.

Documentation: Gathers, documents, and transmits important patient information throughout the system.

AGE RELATED COMPETENCIES

Apply knowledge of growth and development in customer interactions and adapts care according to client's age/developmental stage.

BLOOD EXPOSURE

This position is classified as a Category I position under OSHA guidelines with high risk of exposure to blood borne pathogens and other potentially infectious materials.

Please acknowledge your acceptance of this job description by signing and dating where indicated on page 4.

Addendum:

Nail Care: Amazing Grace PHC Caregivers are expected to ensure that Clients nails are clean, free of debris and that jagged edges have been filed. Caregivers may not use clippers or scissors for nail care, only a nail brush and nail file. Please alert family members if a brush and file are not readily available for your use.

Addendum:

Medications: Amazing Grace PHC Caregivers may provide medication reminders only and are not to assist the Client to take medications or provide information about medications. Should the Client appear to be unable to take medications when prompted, Caregiver must contact Amazing Grace Main Office immediately so that the Client's family may be notified and an alternate plan may be put in place. Any questions regarding medications voiced by the Client should be redirected to the Client's family or physician.

